ICLEI Africa
Communications Officer: Energy & Climate Change
(2-year fixed term contract position with the potential of renewal)

ICLEI—Local Governments for Sustainability is a global network of over 1,750 cities and other subnational governments committed to building a sustainable future. ICLEI provides technical services, capacity building, networking opportunities and cutting-edge urban solutions to its member cities and their communities. ICLEI’s African Head Office, which serves ICLEI’s member cities from across Africa, is based in Cape Town (www.africa.iclei.org).

We are looking for a multi-talented, tech-savvy Communications Officer, who is passionate about making a difference in the world! He/she needs to be a conscientious individual with a ‘can do’ attitude who can learn fast, adapt quickly, work well under pressure with multiple stakeholders at different levels and think on his/her feet. This person should ideally have experience working in/with local government and be able to communicate in French.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- Communicating concepts related to sustainability, preferably climate change, energy and resilience to diverse stakeholders, and in particular, politicians and technical officials
- Website content management: Producing and editing content, and updating websites (e.g. Wordpress)
- Social media: Developing and implementing successful Twitter and Facebook campaigns
- Website, media and social media tracking
- Organising and managing webinars and online meetings on platforms such as Zoom and GoToMeeting
- Writing: Identifying story angles, interviewing, researching, distilling key messages and writing up content for articles and media releases
- Mailing list: Setting up and designing digital mailers (e.g. Mailchimp), producing regular newsletters, growing the mailing list and keeping the mailing list healthy
- Editing and proofreading
- Collating content (articles, reports, photos and video) from various stakeholders and managing approvals, timelines and deadlines
- Event planning and organisation of smaller and largescale events (these will now mainly be online)
- Project management: Ability to motivate and coordinate a diverse team to deliver on high quality deliverables on time
- Brand management: Maintaining a professional and positive brand image, ensuring guidelines are adhered to and high standards are upheld
The job will also include these tasks and expertise/skills in these areas is preferable:

- Development and implementation of communication campaigns and communications protocols
- Website conceptualisation and the ability to work with a developer to produce a visually appealing and user-friendly, interactive website suited to the target audience
- Videography and editing: Briefing, writing scripts and producing both short campaign clips and longer, informative videos, uploading to Youtube
- Podcasts: Briefing and managing the production of podcasts
- Photography: Taking photographs and managing photography database
- Production of publications from brief to print

The following would also be advantageous:

- Diplomacy, particularly with high ranking government officials and funders
- Experience in working with/within government
- Proficiency in another language spoken in Africa, especially French
- Knowledge of the African and global geo-political context

Requirements:

- Relevant post-graduate degree or equivalent qualification
- At least 2 years of relevant work experience related to the above listed areas
- Be based in Cape Town, South Africa
- Proven ability to work remotely
- Excellent English written, presentation and verbal communication skills
- Highly computer literate and tech savvy
- Good eye for design
- Good people skills
- Ability to work both independently and collaboratively, in multiple and multi-disciplinary teams across the world, in a highly dynamic, fast-paced and creative environment
- Ability to handle multiple tasks concurrently, effectively and accurately
- Ability to interact with all levels of staff, as well as manage consultants
- Ability to be agile and flexible about work responsibilities, prioritise and thrive under pressure
- Ability to navigate complex organisational and project structures
- Problem-solving and analytical skills, well-organised, attention to detail and quality, and a structured and pro-active working style
- Valid code B driving license, with at least one year’s driving experience
- South African resident/valid work or critical skills permit
- Must have a passion for, and willingness to travel, locally and internationally, when appropriate

Please forward the following documents to Sonya Smith - sonya.smith@iclei.org by 11h00 SAST on Tuesday 28 July 2020:

- Motivating letter, including your available starting date
- Comprehensive CV
- Certified copy of your ID (and if relevant, visa)
- An example of your writing
- Links to a website and social media platforms you have managed
- Three contactable references
No late applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience.

Applicants who have not been contacted within 60 working days after the closing date of this advertisement should regard their applications as unsuccessful.

ICLEI Africa reserves the right not to appoint an individual in relation to this job advert.

ICLEI Africa is open to applications for internships and volunteering in fields relevant to sustainability on an ongoing basis.